

Get Clear

Use the acronym below to help you stay focused on your process to de-clutter, organize, and maintain your space

C

Create Space

Find or create a generous surface, such as a table, bed, or even the floor, to work as you process through your chosen category. Also commit a good chunk of time in your calendar to do your processing.

L

Let Go

This is the de-clutter step, which usually needs to happen before anything can be organized. Ask yourself if you *really* love it, want it, need, it or use it. Be HONEST. If not, let it go.

E

Evaluate

Now that you're down to your essentials, decide how you want to store and access your items. You probably already have storage solutions in your home you can use. If you decide to buy new, let go of any old storage solutions you not going to use.

A

Arrange

It's in this step that you organize what you are keeping. Place like items together, and by frequency of use. Items used daily or more frequently should go within easy reach close to where they are used. Less used items should go above, below, or in another part of your home. Place heavy items lower for safety.

R

Revise and Refine

Review and Revise - You're done, right? It's important not to skip this step. Try out your system for a few weeks. Put a reminder on your calendar to do a check. What's working or not? Continue improving and repeating the process as needed.

Hop To It Organizers, LLC

